‘Risk’ can be described as how likely harm is to happen and how severe it could be. Every environment contains potential risk.

For further information on general risks, examples and risk management go to [Worksafe Queensland](https://www.worksafe.qld.gov.au/safety-and-prevention/creating-safe-work/managing-risks).

For information and requirements regarding risk management strategies to protect children and young people go to [Child and youth risk management strategies and resources](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/compliance/risk-management-strategies-resources).

**Risk assessments** should be fully incorporated into the operational and management processes at every level of an organisation and should be driven from the top down. Use the below template to assist with a risk assessment in 4 simple steps:

1. Identify risk/hazard
2. Assess the risk/hazard
3. Control the risk/hazard
4. Review controls

Please note that this template should be used in conjunction with the information found on the above-mentioned links.

Some examples of potential risks/hazards:

* Accommodation; premises, lease, availability etc.
* Equipment failure
* Family emergency
* Finance issues; fraud, out of pocket expenses etc.
* Food; poisoning, allergies, excess, not enough etc.
* Harassment; physical, verbal, sexual etc.
* Miscommunication; with staff, volunteers, suppliers, stakeholders etc.
* Natural disasters; fire, storms etc.
* Behaviour; inappropriate, violent, intoxication etc.
* Personal injury; trip, fall, slip, heavy lifting, sunburn, cuts etc.
* Security issues
* Transportation; vehicle availability, breakdown, accident etc.
* Unforeseen circumstances; loss of power, no mobile service etc.

Risk Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Area / Event: |  |
| Assessor: |  | Signature: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Identify the risk | 2. Assess the risk | | | 3. Control the risk | | 4. Review the control | |
| **Potential Risk**  (What is the risk or hazard?) | **Likelihood**  (Use Table 1 to determine level) | **Severity**  (Use Table 2 to determine level) | **Risk priority** (Use table 3 to determine level) | **Treatment/control** (How will you ensure this risk will not occur?) | **Person responsible**  (Who will mitigate this risk?) | **Action by** | **Date completed** |
| *<Hot water burn>* | *<Possible>* | *<Minor>* | *<Low>* | *<Warning signs printed and placed at eye level at the hot water source>* | *<John Doe>* | *<01/01/0000>* | *<02/02/0000>* |
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**Table 1**

|  |  |  |
| --- | --- | --- |
| Level | Descriptor | LIKELIHOOD: What is the likelihood of the risk event occurring? |
| 1 | Rare | May occur only in exceptional circumstances |
| 2 | Unlikely | Could occur at some time |
| 3 | Possible | Might occur at some time |
| 4 | Likely | Will probably occur in most circumstances |
| 5 | Almost certain | Is expected to occur in most circumstances |

**Table 2**

|  |  |  |
| --- | --- | --- |
| Level | Descriptor | SEVERITY: What is the loss or damage impact if the risk event occurred? |
| 1 | Insignificant | No injuries; low financial loss |
| 2 | Minor | First aid treatment; medium financial loss |
| 3 | Moderate | Medical treatment required; high financial loss |
| 4 | Major | Extensive injuries; loss of production capability; major financial loss |
| 5 | Catastrophic | Death; huge financial loss |

**Table 3 - RISK PRIORITY - Provides an indication to assist in the decision making of what action is warranted for the risks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LIKELIHOOD | SEVERITY | | | | |
| **1 Insignificant** | **2 Minor** | **3 Moderate** | **4 Major** | **5 Catastrophic** |
| **1 (Rare)** | Minimum | Minimum | Low | Low | Medium |
| **2 (Unlikely)** | Minimum | Low | Low | Medium | High |
| **3 (Possible)** | Low | Low | Medium | High | High |
| **4 (Likely)** | Medium | Medium | Medium | High | Extreme |
| **5 (Almost certain)** | Medium | Medium | High | Extreme | Extreme |